

INSPECTION REQUIREMENTS FOR THE CITY OF MILFORD
BUILDING INSPECTION DEPARTMENT
(203) 783-3234

INSPECTIONS **MUST** BE CALLED IN **AT MINIMUM 24 HOURS** IN ADVANCE; SCHEDULING OF INSPECTIONS IS AT THE DISCRETION OF THE MILFORD BUILDING DEPARTMENT.

GENERAL CONTRACTOR MUST CALL IN ALL INSPECTIONS FOR ALL SUB-CONTRACTORS. WHEN CALLING FOR INSPECTIONS, YOU **MUST** HAVE THE FOLLOWING INFORMATION:

- **ALL APPROPRIATE PERMIT NUMBERS, INCLUDING SUBCONTRACTOR NUMBERS**
 - **ADDRESS OF PROPERTY WHERE WORK IS BEING DONE**
 - **OWNER OF THE PROPERTY (TENANT ALSO, IF COMMERCIAL)**
 - **CONTRACTOR'S NAME**
 - **TYPE OF INSPECTION AND SCOPE OF WORK BEING DONE**
1. **FOOTING INSPECTION** – No concrete shall be poured for any structure until the forms are inspected and approved by the Milford Building Department.
 2. **FOUNDATION INSPECTION** – No foundation shall be back filled on any structure until an inspection is made and approved by the Milford Building Department.
 3. **MECHANICAL FASTENER INSPECTION**
 4. **FRAMING, ROUGH PLUMBING, ROUGH HEATING, ROUGH ELECTRICAL INSPECTION** – No walls shall be enclosed with any materials and no insulation shall be installed until an inspection is made and approved by the Milford Building Department. **NOTE: DECKS AND SIMILAR STRUCTURES REQUIRE A FRAMING/FLASHING INSPECTION.**
 5. **INSULATION INSPECTION** – No sheetrock shall be installed until an insulation inspection has been made and approved by the Milford Building Department.
 6. **FINAL INSPECTION** – No new structure or addition shall be occupied until a final inspection has been made and approved, and a Certificate of Occupancy has been issued by the Milford Building Department.
 7. **When construction is complete, and after the final building inspection**, you must contact the Planning & Zoning Office to obtain a **Certificate of Zoning Compliance**. A Certificate of Occupancy cannot be issued until the Building Inspection Department has received the Certificate of Zoning Compliance.
 8. **COMMERCIAL/INDUSTRIAL** – When construction is complete, you must also contact the Fire Marshall and request a final inspection. No Certificate of Occupancy will be issued until the Building Inspection Department has received the Fire Marshall's approval letter.

***THE ABOVE ARE MEANT AS MINIMUM GUIDELINES AND ARE NOT
INCLUSIVE OF ALL REQUIREMENTS.**